

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT

Center Name: The Birchtree Academy	Center ID#: 04BIR0002	County: Camden
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Address: 112 Clements Bridge Road	City: Barrington	Zip Code: 08007	Email: asilvanio@hotmail.com
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Phone: (856) 547-9333	Fax:	Initial Inspection: 2/25/2015	License Status: R 4/12/2016
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Due Date(s):*	3/11/2015	4/6/2015	4/20/2015	5/4/2015	5/21/2015	
Date(s) Reinspection:	3/23/2015	4/6/2015	4/20/2015	5/7/2015	5/26/2015	
Due Date(s):*						
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Center is in compliance with requirements as of: 5/26/2015 **Reinspection occurs on or soon after due date*

2/25/2015: complaint #106 & monitoring.

Renewal ☐ Initial ☐ Monitor ☒ Increase ☐ Age Change ☐ Relocation ☐ New Sponsor ☐ Space Evaluation ☐ Complaint # 106

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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Supervision, Staff/Child Ratios & Space

		<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
2/25/2015	5/7/2015	<input checked="" type="checkbox"/> 2. Ensure that children are supervised by a staff member at all times, including at off-site locations.

Notes:

2/25/2015	4/6/2015	<input checked="" type="checkbox"/> 3. Develop and implement a method to keep track of all children, including at off-site locations.
3/23/2015	4/6/2015	<input checked="" type="checkbox"/> 4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.

Notes:

		<input type="checkbox"/> 5. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		<input type="checkbox"/> 6. Assign a primary caregiver for group of 4 infants and 6 toddlers.
		<input type="checkbox"/> 7. Post the center's license in a prominent location in each building.
2/25/2015	4/6/2015	<input checked="" type="checkbox"/> 8. Operate within the center's licensed capacity and within each room's capacity.

Notes:

		<input type="checkbox"/> 9. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
2/25/2015	4/20/2015	<input checked="" type="checkbox"/> 10. Ensure the children's health, safety and well-being.

Notes:

Activities & Discipline

		<input type="checkbox"/> 11. Provide a sufficient variety of age-appropriate activities.
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Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 12. Provide age-appropriate time frames for each activity.
		<input type="checkbox"/> 13. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 14. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
		<input type="checkbox"/> 15. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 16. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 17. Significantly limit the use of TV/computer/video for children under the age of 2.
		<input type="checkbox"/> 18. Use positive methods of guidance and discipline consistent with children's age and developmental needs; prohibit corporal and/or emotional punishment.

Notes:

		<input type="checkbox"/> 19. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
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Nutrition & Rest

		<input type="checkbox"/> 20. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at (www.fus.usda.gov/cnd/care/childcare.htm))
2/25/2015	5/7/2015	<input type="checkbox"/> 21. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 22. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 23. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.

Administration & Parent Involvement

		<input type="checkbox"/> 24. Designate someone in the center to carry out the director's responsibilities when the director is absent.
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Program Records

		<input type="checkbox"/> 25. Complete and maintain at the center the staff records checklist.
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Notes:

2/25/2015	5/26/2015	<input type="checkbox"/> 26. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
2/25/2015	4/20/2015	<input type="checkbox"/> 27. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
		<input type="checkbox"/> 28. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.

Notes:

2/25/2015	4/20/2015	<input type="checkbox"/> 29. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
		<input type="checkbox"/> 30. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
		<input type="checkbox"/> 31. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
2/25/2015	4/20/2015	<input type="checkbox"/> 32. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
		<input type="checkbox"/> 33. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website www.cpsc.gov/cpscpub/prerel/prerel.html

Sanitation & Diapering

2/25/2015	3/23/2015	<input checked="" type="checkbox"/> 34. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
2/25/2015	3/23/2015	<input checked="" type="checkbox"/> 35. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
		<input type="checkbox"/> 36. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.

Note: If number is checked, see attachment page(s) for clarification.

Health & Fire Safety

		<input type="checkbox"/> 37. Obtain and maintain on file a current health certificate.
		<input type="checkbox"/> 38. Obtain and maintain on file a current fire certificate.
		<input type="checkbox"/> 39. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		<input type="checkbox"/> 40. Ensure the center's fire protective systems are operative at all times.
		<input type="checkbox"/> 41. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
2/25/2015	2/25/2015	<input checked="" type="checkbox"/> 42. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes:

		<input type="checkbox"/> 43. Ensure that illuminated exit signs and emergency lighting are operable at all times.
		<input type="checkbox"/> 44. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 45. Remove excess storage and/or combustibles from the furnace room.

Bathroom & Kitchen Facilities

2/25/2015	2/25/2015	<input checked="" type="checkbox"/> 46. Ensure all toxic substances and medications are inaccessible to children.
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Notes:

Building Maintenance

		<input type="checkbox"/> 47. Keep all surfaces clean and in good repair.
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Notes:

		<input type="checkbox"/> 48. Provide 1 of the 4 monitoring options listed in the manual.
		<input type="checkbox"/> 49. Repair and/or paint surfaces in specified areas:

Notes:

		<input type="checkbox"/> 50. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
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Notes:

Outdoor Play Area, Equipment and Maintenance

		<input type="checkbox"/> 51. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		<input type="checkbox"/> 52. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 53. Take necessary action to remove outdoor hazards.

Notes:

ALERT: Effective 8/6/14, stackable cribs are prohibited.

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Emily Gear; Rebecca Ayres

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
2	2/25/2015	5/7/2015	Based on complaint #106 and observation, ensure that children are supervised by a staff member at all times wherein there were 4 children, 4 years old, alone in room B on the second floor as two named staff were busy in rooms A and C. 3/23/15: Ensure children are supervised by a staff member at all times wherein there were 4 children, under 2 years of age, in room B (first floor), with no staff present.	Delete
3	2/25/2015	4/6/2015	There was inadequate tracking in room A on the first floor and in the classrooms on the second floor as staff did not know how many children were in their care. 3/23/15: There was inadequate tracking on the second floor, room A, as the staff stated that there were 15 children in her care when 17 children were present.	Delete
8	2/25/2015	4/6/2015	Operate within the center's licensed capacity as there were 38 children present when the center is licensed for 30.	Delete
8	2/25/2015	4/20/2015	Operate within each room's capacity: a) there were 6 children present in room C on the second floor when it is licensed for 3 and b) there were 16 children present in room A on the first floor when it is licensed for 15. 3/23/15: There were 17 children present on the second floor, room A when it is licensed for 8. 4/6/15: There were 9 children present on the second floor, room A when it is licensed for 8.	Delete
10	2/25/2015	4/20/2015	Ensure the children's safety and do not use the stairway to the second floor to store backpacks, lunch boxes and coats.	Delete
10	2/25/2015	3/23/2015	Ensure the children have their shoes on at all times throughout the day, including during nap time, as needed throughout the center.	Delete
34	2/25/2015	3/23/2015	Wash and disinfect the diapering surfaces after each use in room A on the first floor.	Delete
35	2/25/2015	3/23/2015	Ensure that children wash their hands with soap and running water after having a diaper change in room A on the first floor.	Delete
42	2/25/2015	2/25/2015	There were toys, classroom supplies/equipment and a child on a cot in front of the exit door in room A on the first floor.	Delete
46	2/25/2015	2/25/2015	The cleaning supplies were stored on the changing table in room A on the first floor and was accessible to the children.	Delete
47	2/25/2015	4/20/2015	Repair/replace the exit sign over the side door off of the kitchen.	Delete
47	2/25/2015	4/6/2015	Provide a lid for the trash can in the kitchen.	Delete
47	2/25/2015	4/6/2015	Provide a lock, inaccessible to children, on the inside of the bathroom door for the children/staff bathroom.	Delete
42	3/23/2015	3/23/2015	There was a children's reclining chair in front of the exit door in room A, first floor.	Delete
4	3/23/2015	4/6/2015	Maintain required staff to meet ratios as there were 17 children, ages 3-5 years old, in room A on the second floor with one staff present. A second staff member was required.	Delete
20	4/6/2015	4/20/2015	Provide nutritious food and beverages that comply with the manual/CACFP standards wherein the children in room A downstairs were having cookie cake for afternoon snack and room A second floor was having popcorn.	Delete
34	4/6/2015	4/20/2015	Wash and disinfect diapering surfaces after each use in room A on first floor.	Delete
500	4/6/2015	4/20/2015	Provide alternate activities for children who rest for 30 minutes and do not need more rest throughout the center.	Delete